

Grants Management Office – February 2011

Distribution for RTOC (additional info for Oct 2010 Grant Action #4/ “E” on Grant Workgroup Followup List)

The following are examples of errors that can occur on Award Notices and how they are rectified. These scenarios are not all inclusive as each case will be unique and, therefore, needs individual attention, handled on a case-by-case basis through communication between EPA and the grantee. Should an error be found on an award, the grantee needs to immediately contact both the EPA Project Officer and Grants Specialist to discuss and identify options, if applicable, for resolution.

Error on Award Notice	Formal Amendment Required?	Steps for Resolution
The grantee has a new Tribal Chair. The previous Chair's name is reflected on page 1 of the Award Notice.	NO	<ol style="list-style-type: none">1) Grantee notifies EPA Project Officer and Grants Specialist (If grantee's Project Manager or Finance staff has also changed, the Grants Office may request a new Key People List for the file)2) Grantee makes pen/ink correction reflecting name of new Tribal Chair on the Award3) Grantee returns to EPA signed Award
The day within the budget period on page 1 of the Award Notice is transposed.	YES	<ol style="list-style-type: none">1) Grantee notifies EPA Project Officer and Grants Specialist2) Grantee receives in writing from EPA (usually via email) confirming the error on the award--also, EPA confirms that a formal amendment will be

		<p>issued to correct the date.</p> <p>3) Grantee returns to EPA signed Award (with error) so as to not delay the grantee's ability to draw down on funds</p>
<p>The budget table on page 3 of the Award Notice does not match that of the SF424A from the application submitted by the grantee.</p>	<p>MAYBE</p>	<p>1) Grantee notifies EPA Project Officer and Grants Specialist.</p> <p>2) A conference call with the grantee's Project Manager, EPA Project Officer and Grants Specialist may be necessary to determine what changes occurred with the budget or identify the final budget the EPA Project Officer has recommended to the Award Official for approval.</p> <p>3) Depending on the outcome of the discussion regarding options for resolution, EPA may or may not need to issue a formal amendment to adjust the budget table</p> <p>4) EPA confirms in writing (usually via email) the issue(s) discussed on the call and any followup actions necessary for resolution—including issuing a formal amendment, if necessary</p> <p>5) Grantee returns to EPA signed Award (with error) so as to not delay the grantee's ability to draw down on funds</p>